

GSA Declassification&Release Instructions In ERU File - No Referral To GSA

21 MAR 1977

02P 522-77

STATINTL

MEMORANDUM FOR: Deputy Director for Applications, ODP
Deputy Director for Processing, ODP
Chief, Special Projects Staff, ODP
ADP Control Officers


FROM : 
Chief, Management Staff, ODP

SUBJECT : The GSA Software Exchange Program

1. Federal Property Management Regulation, Amendment E-180, February 1976, Attachment A to this memorandum, contains the policy and procedures describing the Federal Software Exchange Program (FSEP). Attachment B is a letter from Mr. T. P. Puckorius, GSA Commissioner, to the Deputy Director for Administration; contains additional information about the FSEP; and encourages participation in the Software Exchange Program. Attachment C is an approval for all components of the Agency to contribute unclassified, common-use software to the GSA Federal Software Exchange Center.

2. Copies of the Federal Software Exchange Catalog, that supports the FSEP, are available in the Office of Data Processing, Room 2D00, Headquarters Building. The Agency representative for liaison with GSA on matters related to the SEP is:

STATINTL


Chief, Management Staff
Office of Data Processing
Room: 2D00, Headquarters
Extension 4011

3. Your support of the Software Exchange Program will be greatly appreciated.

 STATINTL

Attachments: a/s

cc: C/MS
EXO

SUBPART 101-32.16

FEDERAL SOFTWARE
EXCHANGE PROGRAM

101-32.1603(d)

Subpart 101-32.16—Federal Software
Exchange Program

§ 101-32.1600 Scope of subpart.

This subpart provides policy and procedures describing the Federal Software Exchange Program, the reporting of common-use ADP software to the Federal Software Exchange Center (FSEC), and subsequent use of this information for Government-wide sharing. The Software Exchange Program will gather only computer programs and logically related sets of computer programs. No data files or data bases will be included. No private or personal data will constitute any portion of the computer programs to be reported and exchanged by FSEC. This program, administered by the General Services Administration (GSA), is established to promote the sharing of computer programs and/or other related documentation. While the resources and aid of FSEC/GSA will be extended to users in obtaining information concerning technical problems with software released through FSEC, the ultimate responsibility for successful implementation of all programs rests with the user.

§ 101-32.1601 Applicability.

The provisions of this subpart are applicable to all Federal agencies (as defined in § 101-32.201(a)) having ADP facilities, resources, or requirements. This subpart is applicable to common-use software developed or revised by either Government or contractor personnel. This subpart is not applicable to software that is classified, proprietary, or developed with revolving funds where reimbursement of all costs is required, such as the ADP Fund. Nor is it applicable to software to which the Government does not possess the full rights of ownership.

§ 101-32.1602 Definitions.

Terms used in this subpart are defined as follows:

(a) "Software" means all programs and routines used to extend the capabilities of computers, as distinct from "hardware" and "firmware." Software includes independent subroutines, related groups of routines, single programs, and sets or systems of programs.

(b) "Common-use software" means that portion of software which deals with problems common to many agencies, that would be useful to other agencies,

and is written in such a way that minor variations in requirements can be accommodated without significant programming effort. Examples of such software are: management business applications, computer systems support and utility programs, simulators, scientific or engineering applications, programming aids which are application-independent, and bibliographic or textual programs.

(c) "Computer program" means an identifiable series of instructions or statements, in a form acceptable to a computer, prepared to achieve a certain result.

(d) "Automated data system" means a set of logically related computer programs designed to accomplish specific objectives or functions.

(e) "Software summary" means a condensed description or abstract of a computer program or automated data system.

(f) "Federal Software Exchange Center (FSEC)" means an organization established pursuant to the authority of the Administrator of General Services for the collection, announcement, bibliographic control, and dissemination of common-use software among Federal agencies.

(g) "Federal Software Exchange Catalog" means a reference publication, maintained by FSEC, which summarizes information about Government-owned common-use software produced by and for Federal agencies.

§ 101-32.1603 Common-use software.

For the purpose of this subpart, common-use software is that which:

(a) Satisfies the definition of § 101-32.1602(b).

(b) Has been tested and proven operational for at least 90 days and is maintained by or for a Federal agency.

(c) Is composed of stand-alone subroutines, programs, or subsystems; i.e., not dependent on special or unique hardware options or software features unless such options or features can be readily translated or simulated for hardware other than the original and can be similarly useful on different hardware.

(d) Was developed by Government personnel or through contract or grant with Government funding. (If it was developed under contract or grant, all rights of ownership to the software must be vested in the Government.)

101-32.1604

§ 101-32.1604 Program operation and policy guidance.

The Federal Software Exchange Program is operated by GSA or its authorized representative pursuant to the overall policy guidance and direction of GSA. The regional Agency Services Coordination Divisions of ADTS will handle direct operational contact with agencies as outlined in § 101-32.1609.

§ 101-32.1605 Program objectives.

The objectives of the Software Exchange Program are to provide for the:

- (a) Collection of common-use software information.
- (b) Development and maintenance of a listing of common-use software to minimize the redevelopment of programs already tested and in use elsewhere.
- (c) Publication and distribution of a software exchange catalog containing abstracts of common-use software.
- (d) Dissemination of common-use software and/or documentation.
- (e) Reduction of overall costs, time, and use of personnel resources for software acquisition and/or development.

§ 101-32.1606 Services performed by the Federal Software Exchange Center (FSEC).

The functions of FSEC include:

- (a) Maintaining a central library of summary descriptions of common-use programs and systems, including a complete index of this inventory and master copies of requested programs, systems, and documentation.
- (b) Editing, screening, and compiling agency abstracts of common-use programs or systems submitted for exchange by Federal agencies.
- (c) Functioning as a central point of contact with agencies for information and dissemination of available software.
- (d) Publishing and distributing the basic Federal Software Exchange Catalog with periodic updates.
- (e) Assisting Federal agencies in identifying currently available software to satisfy their requirements.
- (f) Assisting agencies in obtaining information concerning technical problems with software released through FSEC.
- (g) Notifying agencies of changes to software obtained through FSEC.

§ 101-32.1607 Agency actions.

Federal agencies are required to:

(a) Continually review software within the agency to identify programs or systems which would be of use to other agencies meeting the criteria set forth in § 101-32.1603.

(b) Submit abstracts of programs meeting the criteria in § 101-32.1603 to FSEC, National Technical Information Service, Springfield, VA 22151, on Standard Form (SF) 185, Federal Information Processing Standard Software Summary. Common-use programs and systems meeting the specified criteria will be described and reported to FSEC on a continuing basis. In addition to the instructions on SF 185, the GSA publication, ADP Management Information Systems, ADP MIS Reporting Procedures, Appendices A, D, and E, shall be used for information concerning organization codes, computer manufacturers, and models.

(c) Notify FSEC, using SF 185, of changes to software previously reported. Such changes should have been adequately tested to ensure the effective performance of the software.

(d) Notify FSEC, using SF 185, of previously reported programs that the agency no longer maintains. (Reports shall be made within 30 days terminating maintenance.).

(e) Make a one-time submission, within 15 days of receipt of the FSEC request, of an actual program and/or its documentation. System program documentation shall be provided to the extent that it can be implemented by other users and should contain as a minimum the following:

- (1) A narrative;
- (2) User instructions which should include program interface requirements, system resource requirements, identity of the computer on which the software is operational, program language, the name, number and release of the system under which the software is operating, applicable data communications interface requirements and applicable error message descriptions, with recommended corrective actions;
- (3) A broad logic flowchart to indicate the ease of removal or addition of program modules;
- (4) Sample inputs and outputs; and

(5) Program listing of the source and object coding as well as available cross-reference listings generated by the applicable assembler or compiler.

(f) Notify FSEC of technical problems with software submitted to or obtained from FSEC within 15 days of detection of the problem.

NOTE: The submitting agency will not be responsible to another agency for the maintenance of software submitted to FSEC that has been implemented in another agency. The reports required by this FPMR have been cleared in accordance with FPMR 101-11.11 and are exempt from reports control.

§ 101-32.1608 Arrangements and guidelines for use of the Software Exchange Program.

(a) Agencies having requirements for software that they plan to acquire from commercial sources shall screen existing Federal ADP software resources by reviewing the Federal Software Exchange Catalog or by obtaining assistance from FSEC to meet its software requirements.

(b) Programs or systems listed in the Federal Software Exchange Catalog are available through FSEC which will contact the contributing agency for the requested documentation and/or programs. The contributing agency shall send the documentation and a copy of the program on either tape or cards to FSEC only once per program.

(c) FSEC will make a copy of both the documentation and the program to be kept on file for future requests. FSEC will provide the software package to the requesting agency at the published price.

§ 101-32.1609 Effect on the software procurement process.

(a) When an agency is unsuccessful in obtaining the required software from those available through FSEC, the usual procedures for the procurement of software; i.e., submitting GSA Form 2068, Request for ADP Services, or submitting

an Agency Procurement Request (APR), will be followed. In these instances, the provisions of § 101-32.203-2 apply to the development of custom software services, and the provisions of § 101-32.404 apply to proprietary software packages.

(b) The agency shall include a certification statement on GSA Form 2068 or on the APR that FSEC was screened unsuccessfully on a specified date. A delegation of procurement authority will not be granted if such certification is not provided.

§ 101-32.1610 Form availability.

Supplies of Standard Form 185 may be obtained by submitting a requisition in FEDSTRIP/MILSTRIP format to the GSA regional office providing support to the requesting activity.

§ 101-32.1611 Federal Software Exchange Catalog availability.

The Federal Software Exchange Catalog of common-use programs and systems may be obtained from the National Technical Information Service, Springfield, VA 22151. Revisions to the catalog will be published quarterly.

§ 101-32.1612 Software Exchange Program review.

GSA will review FSEC after it has been operational for a period of 6 months, and at least annually thereafter, to determine the efficiency of operations, effectiveness of mission, and significance of software cost avoidance realized.

§ 101-32.1613 Assistance by GSA.

Assistance in any phase of the Software Exchange Program covered by this subpart may be obtained by contacting the General Services Administration (GSA), Washington, DC 20405, or the appropriate regional Agency Services Coordination Division.

(NEXT PAGE IS 3241)

Automated Data and Telecommunications Service
Washington, DC 20405



Attachment B

JAN 14 1977

Mr. John F. Blake
Deputy Director for Administration
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Blake:

Public Law 89-306, the "Brooks Act," gives the Administrator of General Services authority for a wide range of functions regarding Federal agency use of Automatic Data Processing (ADP) in support of their missions. One of these functions is to provide for the most efficient and effective utilization of ADP resources. Over the last few years, the General Accounting Office (GAO) has been urging the General Services Administration (GSA) to take the lead in the establishment of a Federal Software Exchange Program. In two reports to Congress, GAO recommended GSA as the appropriate agency to develop a Federal software inventory for use by Government agencies in sharing computer systems and programs.

As a result of this strong impetus, and to fulfill one of the primary obligations of GSA under the provisions of the Brooks Bill and related OMB Circulars, GSA has initiated the Software Exchange Program (SEP) for the collection and dissemination of Government-owned common use software. In the establishment of the SEP, GSA published a Government-wide regulation (FPMR 101-32.16) in the Federal Register of February 25, 1976. This regulation provides for interagency sharing of computer programs and systems through the development of an inventory of available Government software which agencies can use to find computer programs to meet their requirements.

The Federal Software Exchange Center (FSEC) has been established at the National Technical Information Service of the Department of Commerce to coordinate the functions involved in the collection, processing and dissemination of the software. Thereby, the FSEC has become the central point of contact for Federal agencies that seek software information. It is also the organization to which Federal agencies report software summaries for publication in the Federal Software Exchange Catalog.



The first volume of the Federal Software Exchange Catalog, containing software summaries submitted by the agencies, will be available for distribution to subscribers in January 1977. Instructions for ordering subscriptions are enclosed.

The SEP is an evolutionary program. To meet its objectives, agencies should not only participate in the program as required by the regulation, but should also contribute recommendations to improve it.

We welcome your suggestions concerning this program and request that you designate a representative from your agency to provide continuing liaison with GSA for the purpose of implementing and maintaining a viable software inventory and developing a truly effective Software Exchange Program. Your assignment of an agency representative for liaison with GSA should be provided to:

Mrs. Helen McEwan, Program Director
Software Exchange Program (CPSS)
Automated Data and Telecommunication Services
General Services Administration
Washington, DC 20405
Telephone: 566-1120

Your support of the SEP is greatly appreciated. We anticipate that the program will achieve significant savings for individual agency activities and to the Federal Government.

Sincerely,



T. D. PUCKORIUS
Commissioner

Enclosure



09/03 : CIA-RDP84-00933R000400030037-7

Reports...

Published By: Agency Services Division
Central Office

Date December 1976

Address 18th & F Streets, NW
Washington, DC 20405

Telephone 202-566-1120

Federal Software Exchange Catalog Available

The General Services Administration, Automated Data and Telecommunications Service has announced that the first volume of the Federal Software Exchange Catalog will be available for subscription distribution in January, 1977. This catalog supports GSA's new Software Exchange Program which was formally announced in the Federal Register, February 25, 1976, through publication of Property Management Regulation (FPMR) Amendment E 180 (FPMR 101-32.16).

The Software Exchange Program provides for gathering the most versatile and efficient Federal common use software systems currently in use and making them available to every Federal ADP installation. FPMR subsection 101-32.1608 requires all ADP units to screen the Software Exchange Catalog for appropriate programs before initiating new software development.

The Fiscal Year 1977 Federal Software Exchange Catalog will be comprised of three cumulative volumes and is available on a subscription basis for a \$75.00 charge. The abstracts contained in the catalog provide the user with a short summary of the software's purpose. Also included are significant factors such as processing mode, computer manufacturer and model, operating system, programming language(s), input/output media, memory requirements and the prices for obtaining the software and documentation. The catalog contains abstracts of systems, programs and subroutines written in a wide range of computer languages for a wide variety of hardware, covering numerous application areas.

Requests for catalog subscriptions should be sent to the Federal Software Exchange Center (FSEC), 5285 Port Royal Road, Springfield, VA 22161. The requests must be accompanied by a complete mailing address, and either a properly authorized purchase order made out to GSA or a check made payable to GSA.



General Services Administration
Approved For Release 2001/09/03 : CIA-RDP84-00933R000400030037-7
Automated Data & Telecommunications Service

Eligibility Policy Established

The following policy has been established concerning the eligibility of certain organizations and activities to participate in the Software Exchange Program (SEP). All Federal agencies, as defined for purposes of the Brooks Act are eligible and required to participate under FPMR 101-32.16.

State and local governments will be eligible to participate under the Intergovernmental Cooperation Act of 1968 and GSA's implementing regulations, FPMR 105-50.202.5.

Cost reimbursement contractors will be eligible to participate under the current GSA's regulation, FPR 1-5.9, which authorizes cost reimbursement contractors to utilize GSA sources of supply when the contracting agency so authorizes in writing.

Federally funded activities not falling within one of the above categories will be reviewed on a case-by-case basis to determine whether or not such activities qualify to participate in the Software Exchange Program.

State and local governments, cost reimbursement contractors and Federally funded activities requesting the services, including the catalog, provided by the SEP must first contact the General Services Administration for information concerning participation procedures. Please direct all correspondence to:

Mrs. Helen McEwan
Software Exchange Program Director
GSA/CPSS
18th & F Streets, NW
Washington, DC 20405
Phone 202-566-1120

This page may be used to order the Federal Software Exchange Catalog from:

Federal Software Exchange Center
5285 Port Royal Road
Springfield, VA 22161

Check one:

- ☐ Federal agency include 4 digit Agency Bureau Code _____
☐ State government
☐ Local government
☐ Cost reimbursement contractor
☐ Federally funded activity

Please start _____ yearly subscription(s) @ 75.00 each for the FY77 Federal Software Exchange Catalog.

- ☐ Enclosed is a check made payable to GSA for \$_____.
☐ Enclosed is purchase order No. _____ made out to GSA in the amount of \$_____.

Signature

Billing Address

name

organization

address

city, state, zip

Please list mailing address(es) below:

name

organization

address

city, state, zip

name

organization

address

city, state, zip

ODP 300-77
10 FEB 1977

4/100/02P

MEMORANDUM FOR: Deputy Director for Administration

FROM : Clifford D. May, Jr.
Director of Data Processing

STATINTL

SUBJECT : Assistance to the GSA Software Exchange Program

REFERENCES : a. [REDACTED] Annex E, Procedures to Obtain
Approval for CIA Assistance to Other
Government Agencies

b. OGC 76-1949, dtd 27 July 1976, Subject
Procedures for Rendering Advice Pursuant
to [REDACTED] Annex E.

STATINTL

1. The Office of Data Processing requests approval for all components of the Agency to provide the General Services Administration with the assistance outlined below.

a. Description of Activity: Contribution of unclassified, common-use software to the GSA Federal Software Exchange Center (FSEC) as part of the Software Exchange Program (SEP). Paragraph 101-32.1602 of FPMR 101-32.16, Attachment A, defines "common-use software" among other things. The FPMR is also mentioned in subparagraph d below.

b. Location of Assistance: Federal Software Exchange Center, 5285 Port Royal Road, Springfield, Virginia 22161, located at the National Technical Information Service (NTIS) of the Department of Commerce.

c. Organizations Involved: All components of the Agency with common-use software developed or revised by Government or contractor personnel.

d. Basis for Activity: The "Brooks Act" P.L. 89-306, encourages executive agencies to share and exchange information related to data processing technology. As a result:

1. A Government-wide regulation (FPMR 101-32.16, Attachment A) was published by GSA in the Federal Register of February 25, 1976. It provides for inter-

agency sharing of computer programs and systems through the development of an inventory of available Government software--the Software Exchange Program.

2. A letter dated January 14, 1977 from Mr. T. D. Puckorius, GSA Commissioner, to the Deputy Director for Administration (Attachment B), contained a discussion about the "Brooks Act", SEP, and FSEC; requested the Agency designate a representative for liaison with GSA on matters related to SEP (see subparagraph g below); and indicated the Agency's support of the SEP was greatly appreciated.

e. Financial Costs: None, other than personnel time and equipment costs related to the submission of material to the FSEC as outlined in paragraph 101-32.1607 of Attachment A.

f. Manpower: None, other than personnel time employed for the submission of material to the FSEC as outlined in paragraph 101-32.1607 of Attachment A.

g. Agency Employee to Consult for Additional Information: [REDACTED], extension 4011, the Agency representative for liaison with GSA on SEP.

2. ODP believes the Agency has authority to provide the requested assistance and that such assistance is uncontroversial and in the best interest of the Federal Government.

Clifford D. May, Jr.

STATINTL

2 Attachments: a/s

APPROVED:

Deputy Director for Administration U

Date _____

Inspector General

Date _____

General Counsel

Date _____